



MEMORANDUM

TO: Indiana State Board of Education

FROM: Dr. Stacey Hughes, Assistant Superintendent for Student Learning

DATE: November 24, 2010

SUBJECT: Elementary School Reading Plan

Attached to this memo is the template for the Elementary School Reading Plan that all elementary schools will be required to submit beginning June 2011. Schools will access and complete the Reading Plan template through the IDOE website. Each section of the Reading Plan will have a drop down menu where there is either an opportunity to input text or select from a list of choices.

We are seeking the following information from each elementary school in the Reading Plan.

- Names and positions of the building Leadership Team members
- Name of the Core Reading Program
- Number of minutes in Tier I instruction (90-minute reading block)
- List of Interventions by grade, tier, frequency, and duration
- K-2 and 3-6 Assessment Plans and Goals
- Professional development provided for the Core Program, Interventions, and Assessments
- Plan for communicating with parents about each student's reading progress

A school's reading plan should be informed by the Indiana Reading Framework, which includes six organizing components based on scientifically-based reading research:

1. Goals
2. Instruction
3. Assessment
4. Professional Development
5. Leadership
6. Commitment

We are asking for your approval of the Elementary Reading Plan in support of PL109. Your approval of the Elementary Reading Plan will allow us to share this information with schools right away, so they can begin not just the plan, but the work of enacting the plan, improving teaching and learning for our children today. Since we previously discussed the plan with you at length, we are not including a copy with this material. If you need another copy, it is available at http://www.doe.in.gov/opd/languagearts/docs/3rd_grade_reading_plan_august_25.pdf.